

## Chapter 4

# Updating and Viewing Non-Appropriated Fund Employee Records

## Chapter Overview

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**Introduction** This chapter explains the process for updating and viewing Non-Appropriated Fund (NAF) employee records without using a Request for Personnel Action (RPA); e.g., education and appraisals. Descriptive Data Fields (DDFs) display data fields used for Air Force and Army NAF personnel.

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## See Also



Module 1, Fundamentals of the Modern DCPDS  
    Chapter 5, Updating and Viewing Employee Records  
Module 4, Staffing Using the Modern DCPDS  
    Chapter 5, Changing Employee Records  
Module 5, Workforce Relations Using the Modern DCPDS  
    Chapter 2, Performance Appraisal Information  
    Chapter 3, Award Information  
Module 6, Administering Pay, Benefits, and Entitlements Using the Modern DCPDS

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## Chapter Overview, Continued

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### Before You Begin

The **People** Window is used to update NAF employee information when a Request for Personnel Action/Notification of Personnel Action (RPA/NPA) is **not required**. Taskflow Buttons used are:

- **Assignment** (Links the Person record with the Position record for viewing only)
- **Extra Information** (Contains single occurrence data)
- **Special Info (Special Information Types)** (Allows for multiple occurrences)
- **Others** (Additional pay data)

**Note:** These DDFs reflect both Air Force and Army data. While the flexfields are the same, each Component determines which data fields are to be completed.

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## Updating NAF Records

### Accessing the People Window

This window is used to update an employee's record with data that does not require an NPA; e.g., appraisals, non-monetary awards, training, etc.

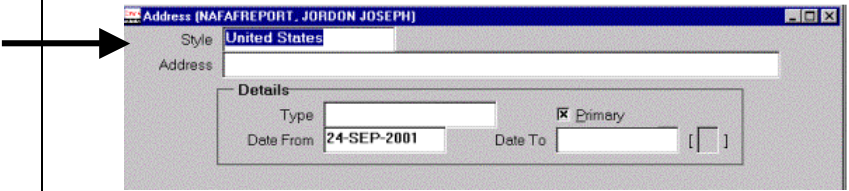
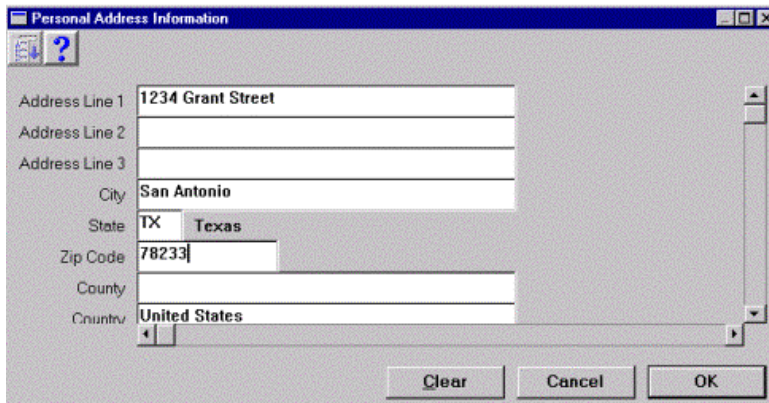
Step	Action
1	On the <b>Navigation List</b> → <i>People</i> → <i>Enter and Maintain</i> → <b>&lt;Open&gt;</b> . The <b>People</b> Window displays with the <b>Find Person</b> Window displayed on top.
2	<p>Query for the employee by their name, Sequence Number, Applicant Number, or SSAN. The <b>People</b> Window displays with five Taskflow Buttons:</p> <ul style="list-style-type: none"> <li>• <b>A</b>ddress</li> <li>• <b>A</b>ssignment</li> <li>• <b>E</b>xtra Information</li> <li>• <b>S</b>pecial <b>I</b>nf</li> <li>• <b>O</b>thers</li> <li>• <b>V</b>alidate (not used by DoD)</li> </ul>

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## Updating NAF Records, Continued

### Updating a NAF Employee's Address

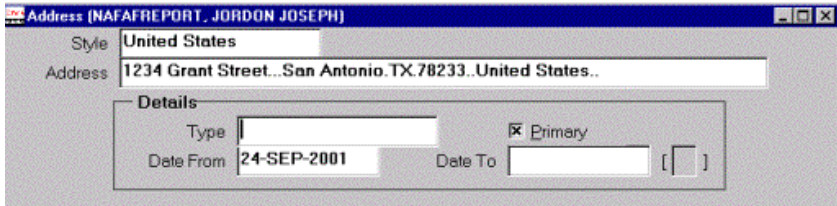
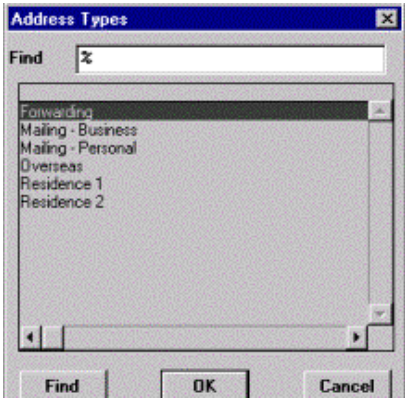

The **Address** Window is available for updating and maintaining addresses. For Army this data is required to support payroll interface. It is optional for Air Force.

Step	Action
1	<p>To update the employee's address, click &lt;<b>Address</b>&gt;. The <b>Address</b> Window displays. The <b>Style</b> data field defaults to "United States."</p> 
2	<p>Click in the <b>Address</b> data field. The <b>Personal Address Information</b> Window displays. Enter the address information.</p>  <p>Click &lt;<b>OK</b>&gt;.</p>

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## Updating NAF Records, Continued

### Updating a NAF Employee's Address (continued)


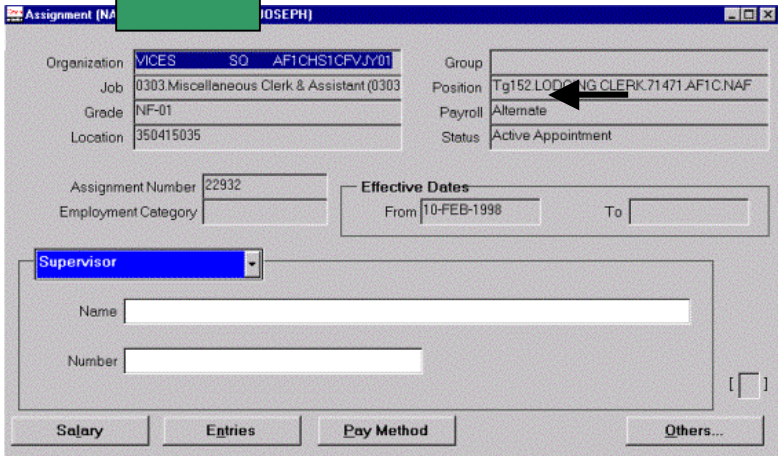
Step	Action
3	<p>The <b>Address</b> Window displays with the address information.</p> 
4	<p>To display the type of address, click the LOV in the <b>Type</b> data field.</p>  <p>There is only one <b>Primary</b> address. You must deselect the “X” in the <b>Primary</b> Box for other addresses.</p>
5	<p>Click &lt;OK&gt; and <b>Save</b>. Exit the window.</p> <p> <b>Note:</b> Normally Date Track is not used for updating addresses. In those cases where there is a compelling reason to do so, be sure to reset the system back to the current date.</p>

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## Updating NAF Records, Continued

### Updating and Viewing Assignment Information

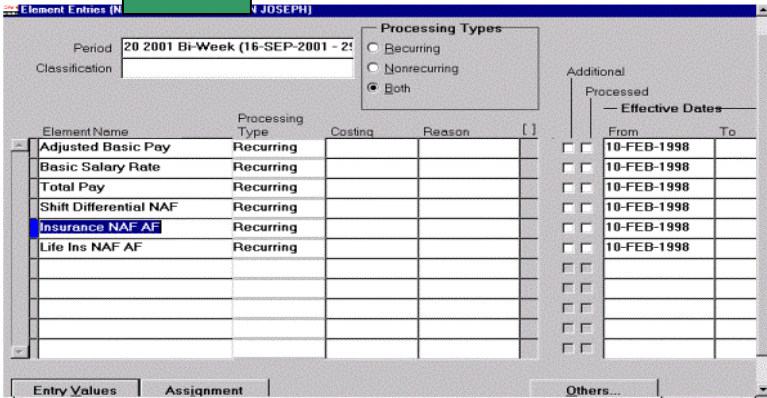
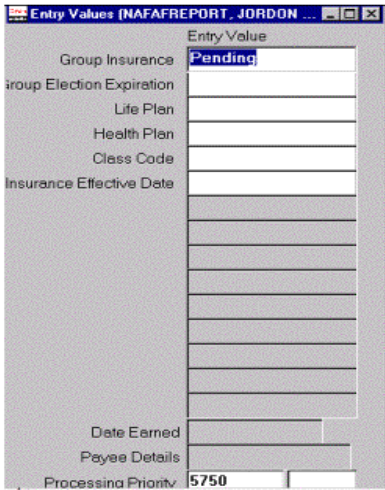
The **Assignment** Window identifies the employee's position data and position number. You can use this number to retrieve the **Position** Window to view and update other position data. A simple method is to highlight the entire **Position** data field, and copy it (**Ctrl C** or **Edit - Copy** from the Main Menu Bar), then paste the number into the blank **Position** Window to execute a query.

Step	Action
1	<p>On the <b>People</b> Window, click &lt;<b>Assignment</b>&gt;. The <b>Assignment</b> Window displays showing position data. There are four Taskflow Buttons. Only two are used by DoD:</p> <ul style="list-style-type: none"> <li>• &lt;<b>Entries</b>&gt;</li> <li>• &lt;<b>Others</b>&gt;</li> </ul> <p> <b>Note:</b> &lt;<b>Salary</b>&gt; and &lt;<b>Pay Method</b>&gt; are not used by DoD. Also, the <b>Supervisor</b> Region is optional.</p> 

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## Updating NAF Records, Continued

### Updating and Viewing Assignment Information (continued)

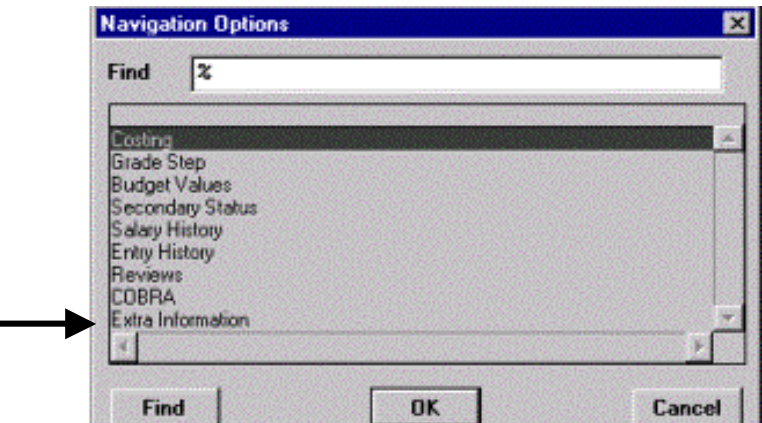
Step	Action
2	<p>Click &lt;Entries&gt;. The <b>Element Entries</b> Window displays. It contains pay-related information for the current pay period information. The data can be recurring or non-recurring. If you need to see prior information, DateTrack to that pay period. You can update some of the information or add an element, if it does not require an NPA.</p> 
3	<p>In the <b>Element Name</b>, use the <i>Current Record Indicator</i> to select the element to view; e.g., Insurance.</p> <p>Click &lt;Entry Values&gt;. The <b>Entry Values</b> Window displays.</p> 

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## Updating NAF Records, Continued

### Updating and Viewing Assignment Information (continued)

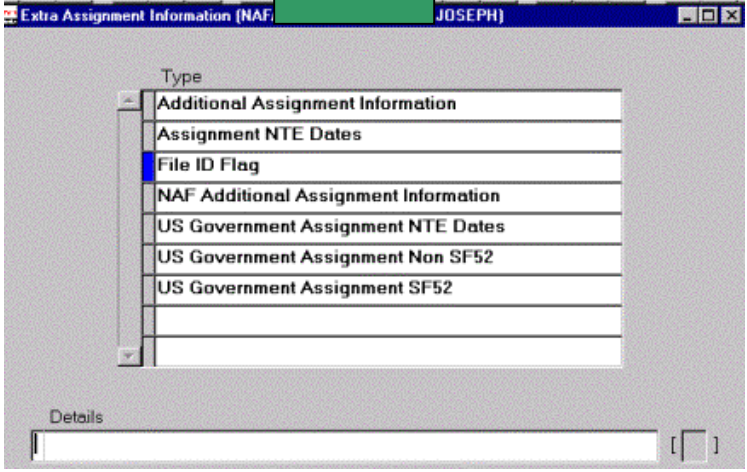

Step	Action
4	To add new element entries, place your cursor in the first blank <b>Element Name</b> line. Click the LOV and select the element entry you want to add. (As a reminder, you may need to use DateTrack to reflect the correct pay period.)
5	Click < <b>Entry Values</b> >. The associated <b>Entry Values</b> Window displays.
6	Enter the information and <b>Save</b> .
7	Close the window. Click < <b>Assignment</b> > to return to the <b>Assignment</b> Window.
8	On the <b>Assignment</b> Window, click < <b>Others</b> >. The <b>Navigation Options</b> Window displays. 

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## Updating NAF Records, Continued

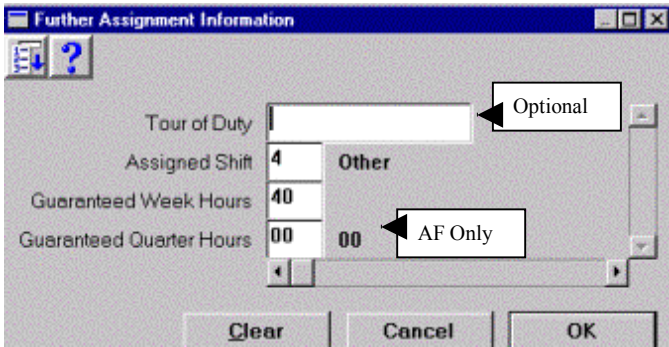
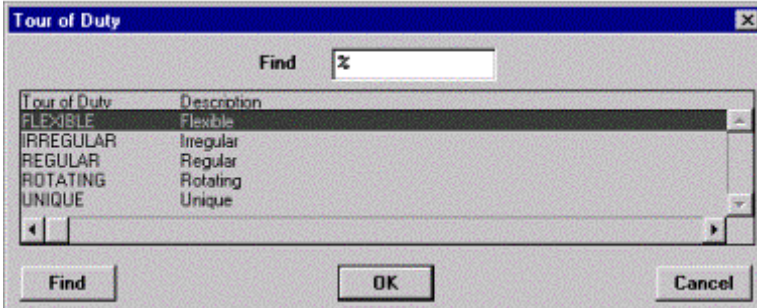
### Updating and Viewing Assignment Information (continued)

Step	Action
9	<p>Click <b>Extra Information</b>. The <b>Extra Assignment Information</b> Window displays.</p>  <p> <b>Note:</b> The <b>File ID Flag</b> <i>Type</i> is not used for NAF entries, even though it has NAF descriptions.</p>

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## Updating NAF Records, Continued

### Updating and Viewing Assignment Information (continued)

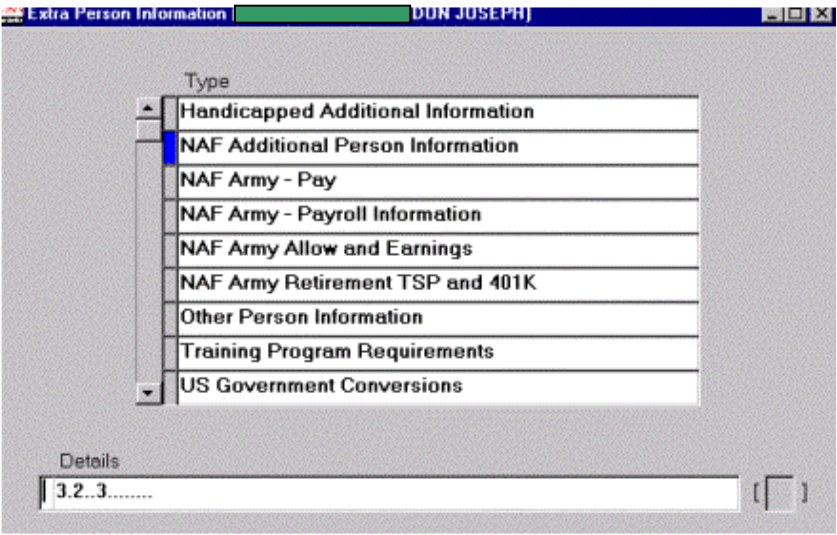
Step	Action
10	<p>Place the <i>Current Record Indicator</i> on the <i>Type</i> needed and click the <b>Details</b> field. For example, place the <i>Current Record Indicator</i> on <b>NAF Additional Assignment Information</b> and click the <b>Details</b> field. The <b>Further Assignment Information</b> DDF displays.</p>  <p>It is populated by processing an RPA, which contains this data.</p>
11	<p>With your cursor in <b>Tour of Duty</b> data field, click the LOV. The <b>Tour of Duty</b> LOV displays.</p> 
12	Make a selection and click <OK>. The <b>Extra Assignment Information</b> Window displays again.
13	Repeat these steps to view and complete the remaining <b>Extra Assignment Information</b> <i>Type</i> data fields. <b>Save</b> your work.
14	Close the <b>Assignment</b> Window and return to the <b>People</b> Window.

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## Updating NAF Records, Continued

### Updating Extra Person Information

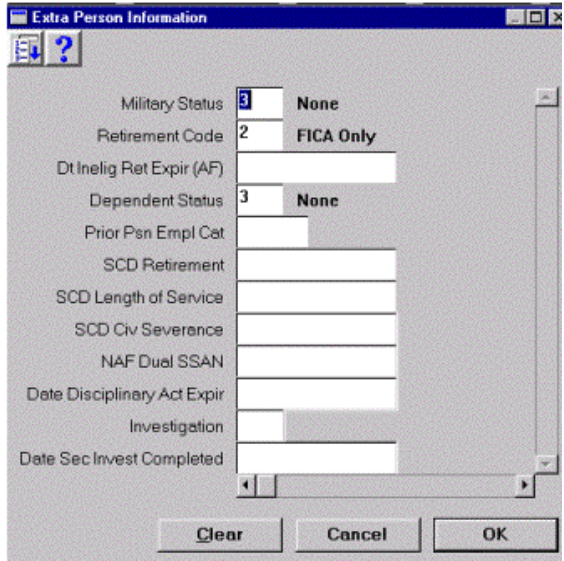
**Extra Person Information** normally stores information that occurs one time in an employee's record. If it is updated, the new information replaces the old values. Use the following steps to access the different *Types*.

Step	Action
1	<p>On the <b>People Window</b>, click &lt;<b>Extra Information</b>&gt;. The <b>Extra Person Information</b> Window displays.</p> 

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## Updating NAF Records, Continued

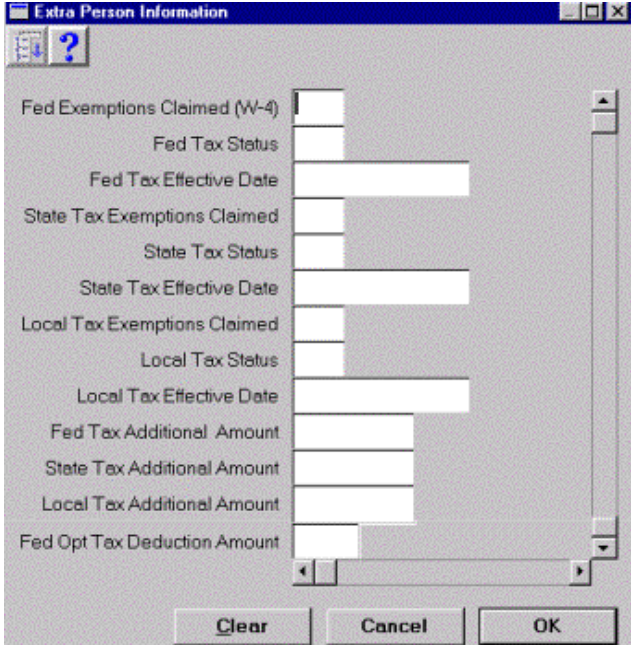
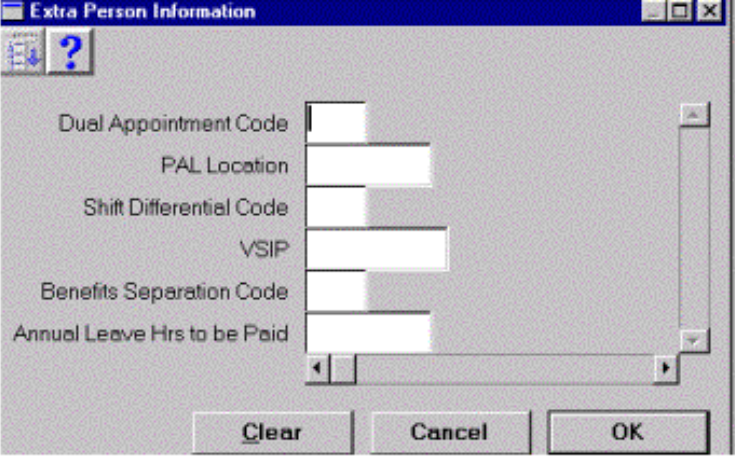
### Updating Extra Person Information (continued)

Step	Action
2	Place the <i>Current Record Indicator</i> next to the <i>Type</i> to be viewed or updated; e.g., <b>NAF Additional Personal Information</b> .
3	Click the <b>Details</b> data field. The <b>Extra Person Information</b> DDF displays. 
4	View or enter the required data. Click <b>&lt;OK&gt;</b> . The <b>Extra Person Information Type</b> Window displays.
5	Repeat Steps 2 and 3 through all the required <b>Extra Person Information Types</b> . See the remaining types below for NAF records.

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## Updating NAF Records, Continued

### Updating Extra Person Information (continued)

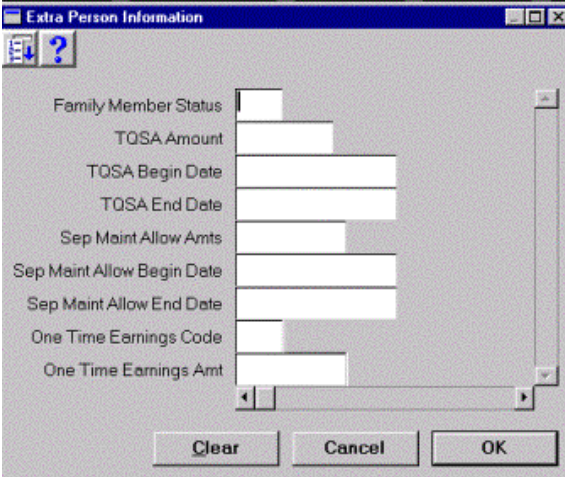
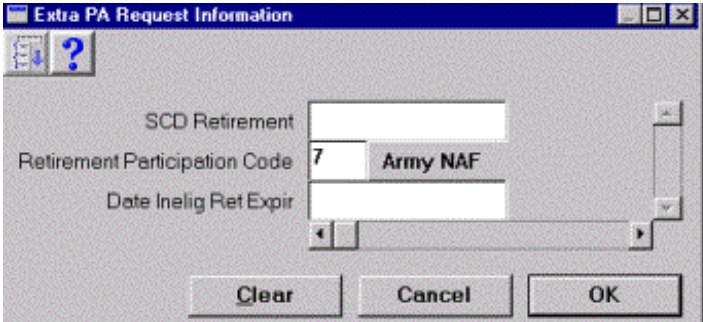
Step	Action
5 (cont)	<p data-bbox="548 470 797 506"><b>NAF Army – Pay:</b></p>  <p data-bbox="548 1262 992 1297"><b>NAF Army Payroll Information:</b></p> 

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## Updating NAF Records, Continued

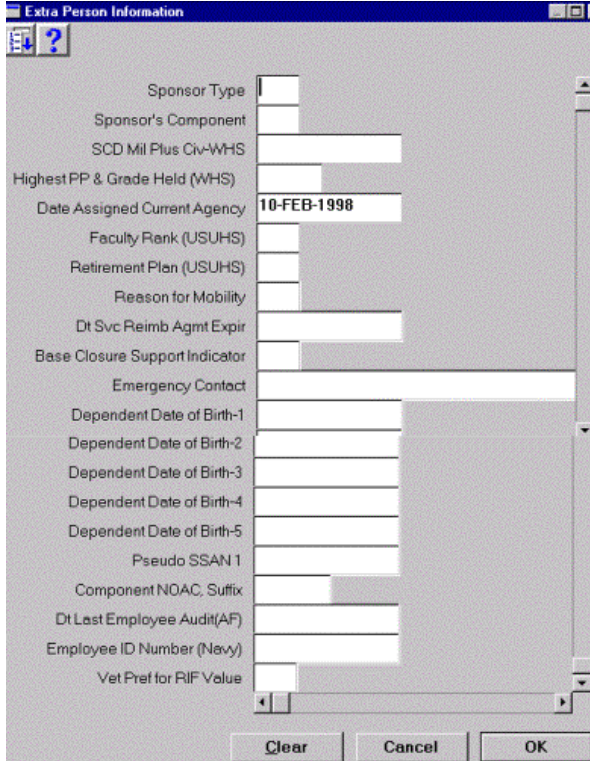
### Updating Extra Person Information (continued)

Step	Action
5 (cont)	<p data-bbox="548 476 992 510"><b>NAF Army Allow and Earnings:</b></p> 
	<p data-bbox="548 1056 1081 1089"><b>NAF Army Retirement TSP and 401K:</b></p> 

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## Updating NAF Records, Continued

### Updating Extra Person Information (continued)

Step	Action
5 (cont)	<p><b>Other Person Information:</b></p> 
6	Upon completion and saving, exit the <b>Extra Person Information</b> Window and return to the <b>People</b> Window.

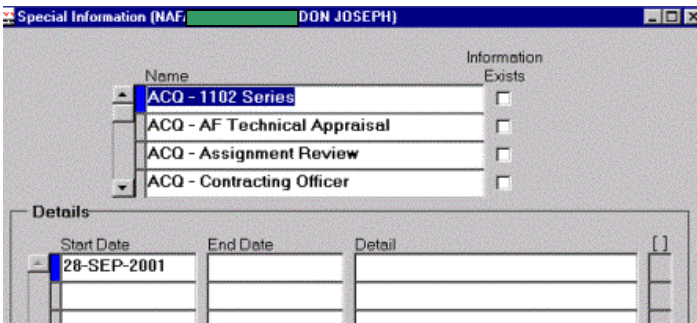
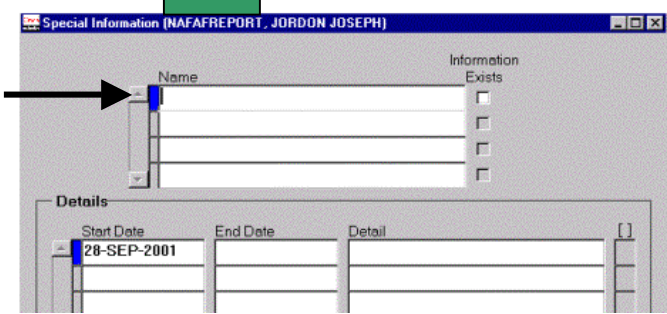
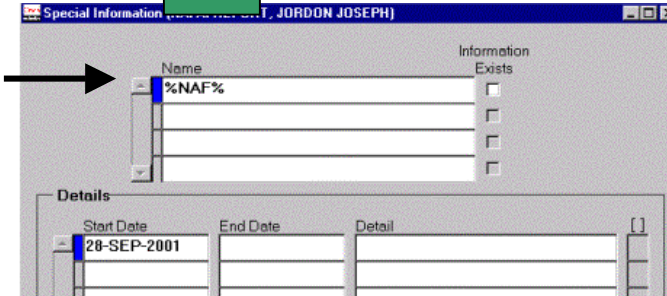
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## Updating NAF Records, Continued

### Updating Special Information

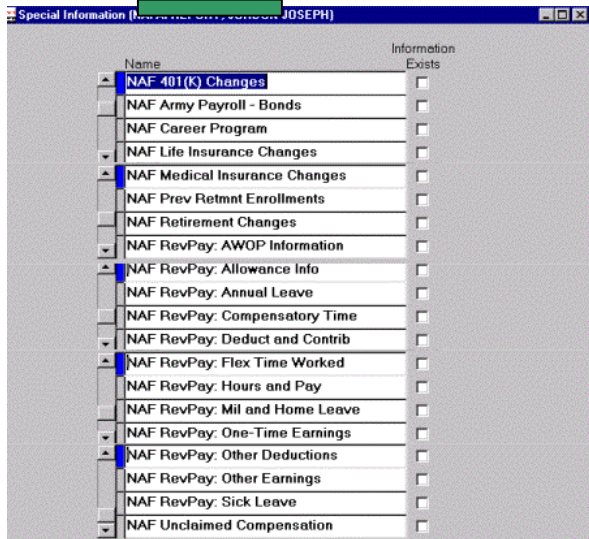
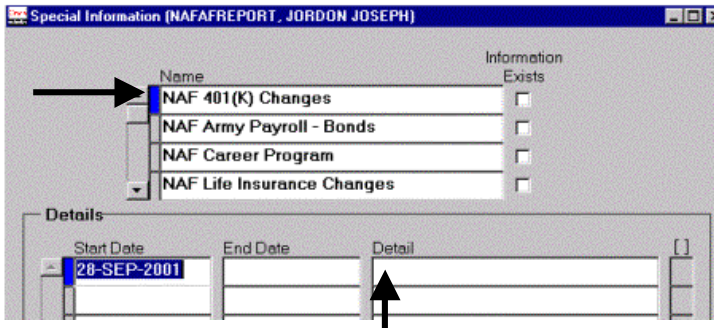
**Special Information** stores multi-occurrence information; e.g., appraisals, training, etc. Use the following steps to access the Special Information DDFs.

Step	Action
1	<p>On the <b>People</b> Window, click &lt;<b>Special Info</b>&gt;. The <b>Special Information</b> Window displays with the employee's name.</p> 
2	<p>Query for the NAF SITs. Place the cursor in the first <b>Name</b> field. Press F7 to clear the field.</p> 
3	<p>Type %NAF%.</p> 

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## Updating NAF Records, Continued

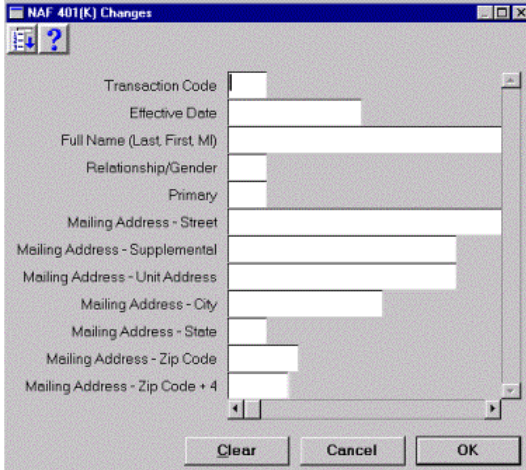
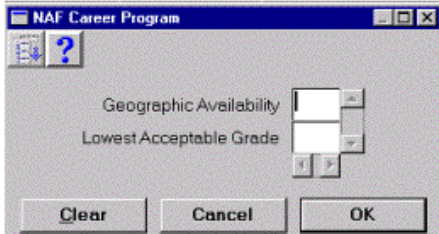
### Updating Special Information (continued)

Step	Action
4	<p>Press F8 on the Toolbar. The <b>NAF Special Information</b> List displays. Scroll down to view all the flexfields.</p> 
5	<p>Place the <i>Current Record Indicator</i> by the <b>Name</b> data field and click the <b>Detail</b> column to display the flexfield.</p> 

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## Updating NAF Records, Continued

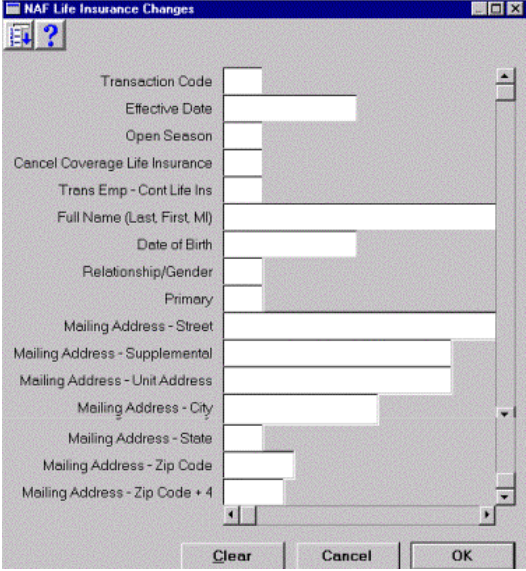
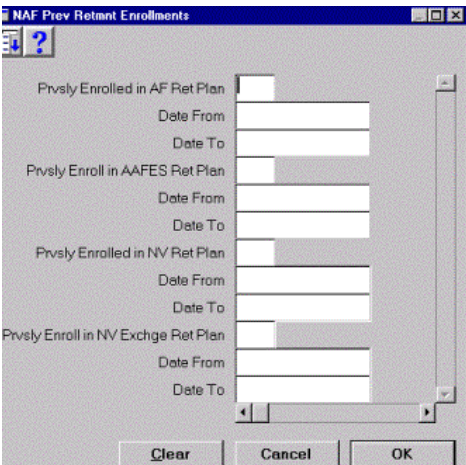
### Updating Special Information (continued)

Step	Action
6	<p>The NAF 401(K) Changes Window displays. (Optional)</p> 
7	Enter or view the required data. Click <OK>.
8	<p>Repeat the above steps to view the remaining flexfields.</p> <p><b>NAF Career Program: (Optional)</b></p> 

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## Updating NAF Records, Continued

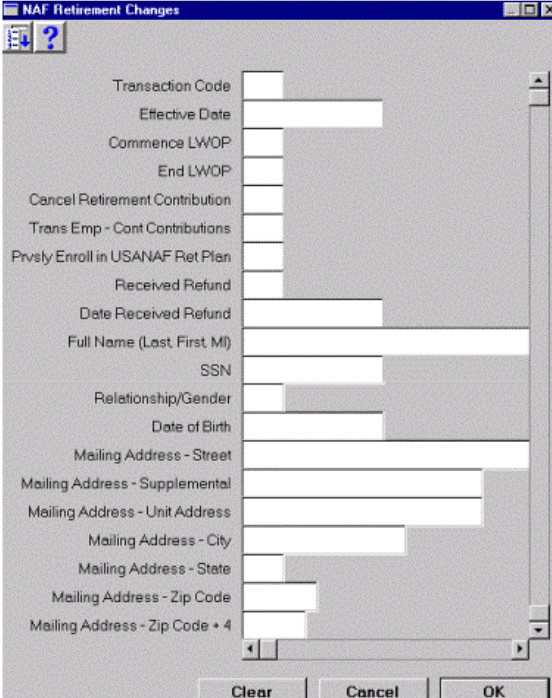
### Updating Special Information (continued)

Step	Action
8 (cont)	<p data-bbox="548 470 1105 506"><b>NAF Life Insurance Changes: (Optional)</b></p> 
	<p data-bbox="548 1142 1133 1178"><b>NAF Prev Retmnt Enrollments: (Optional)</b></p> 

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## Updating NAF Records, Continued

### Updating Special Information (continued)

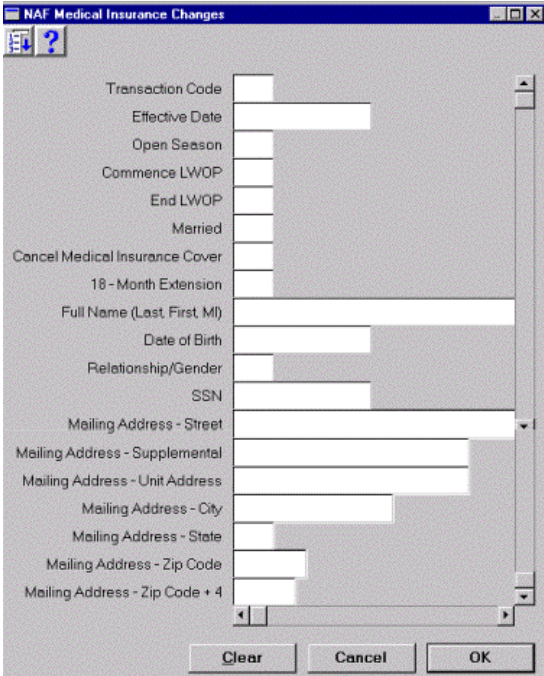
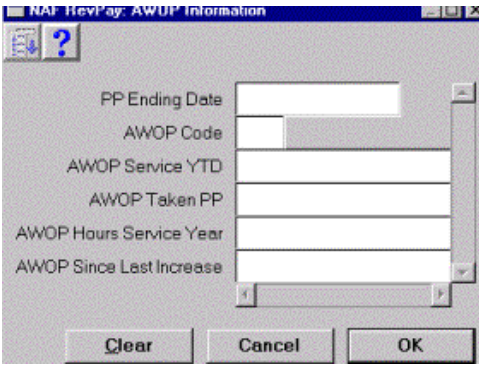
Step	Action
8 (cont)	<p data-bbox="548 470 1057 506"><b>NAF Retirement Changes: (Optional)</b></p> 

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## Updating NAF Records, Continued

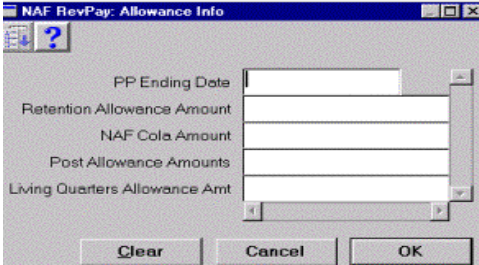
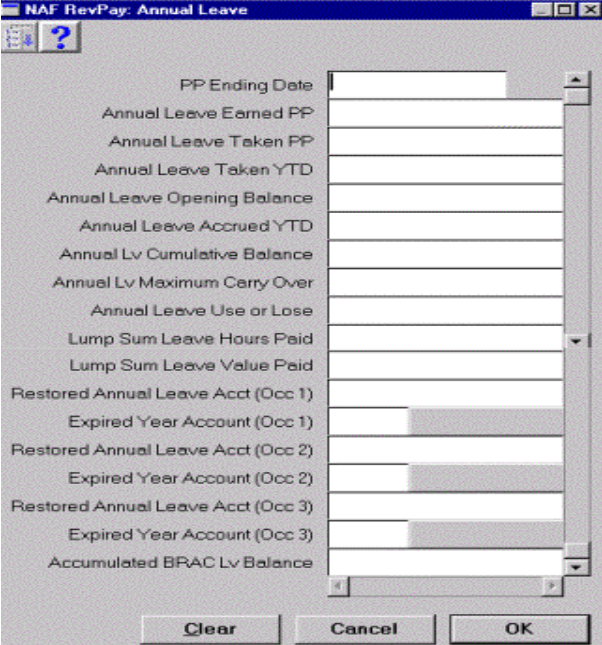
### Updating Special Information (continued)

Step	Action
8 (cont)	<p data-bbox="548 470 1068 506"><b>NAF Medical Ins Changes: (Optional)</b></p> 
	<p data-bbox="548 1241 1398 1318"><b>NAF RevPay: AWOP Info: (Army Only – No input required by user – auto-populates from payroll file.)</b></p> 

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## Updating NAF Records, Continued

### Updating Special Information (continued)

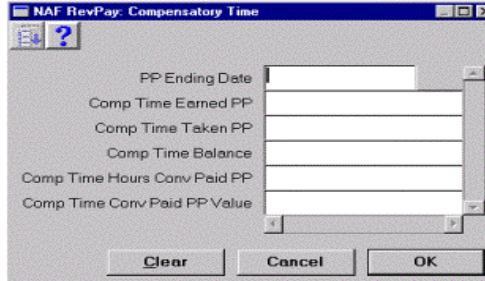
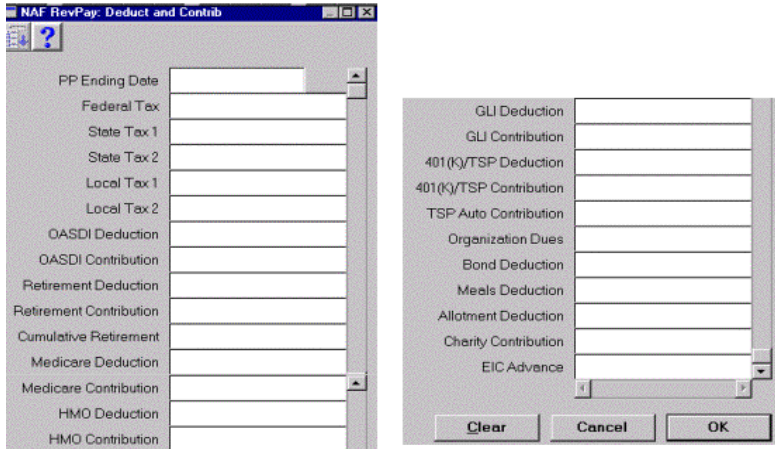
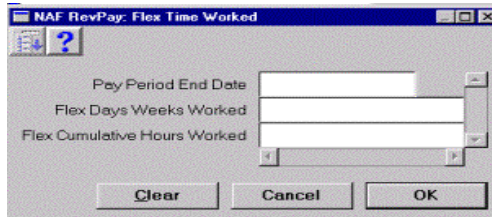
Step	Action
8 (cont)	<p><b>NAF RevPay: Allow Info:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p> 
	<p><b>NAF RevPay: Annual Leave:</b> (Army Only)</p> 

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## Updating NAF Records, Continued

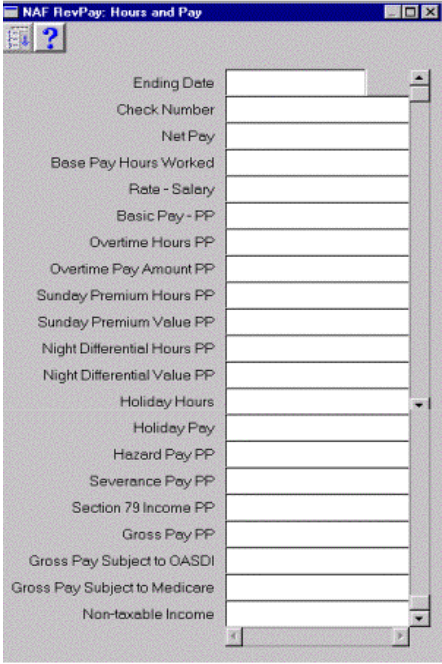
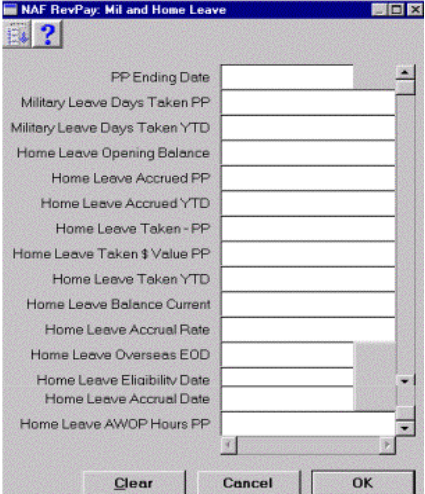
### Updating Special Information (continued)

Step	Action
8 (cont)	<p><b>NAF RevPay: Compensatory Time:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p> 
	<p><b>NAF Rev Pay: Deduct and Contrib:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p> 
	<p><b>NAF RevPay: Flex Time Worked:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p> 

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## Updating NAF Records, Continued

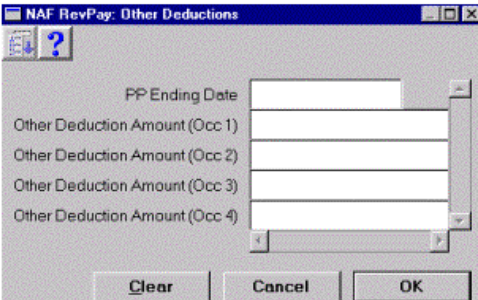
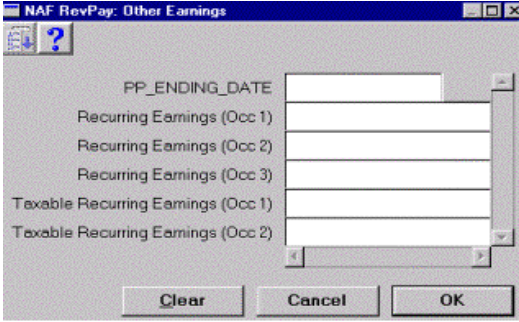
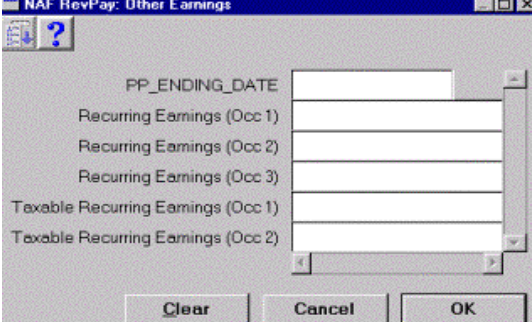
### Updating Special Information (continued)

Step	Action
8 (cont)	<p data-bbox="548 470 1403 548"><b>NAF RevPay: Hours and Pay:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p>  <p data-bbox="548 1241 1235 1276"><b>NAF RevPay: Mil and Home Leave:</b> (Army Only)</p> 

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## Updating NAF Records, Continued

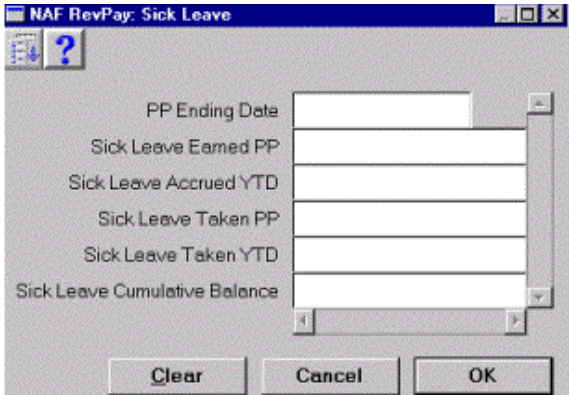
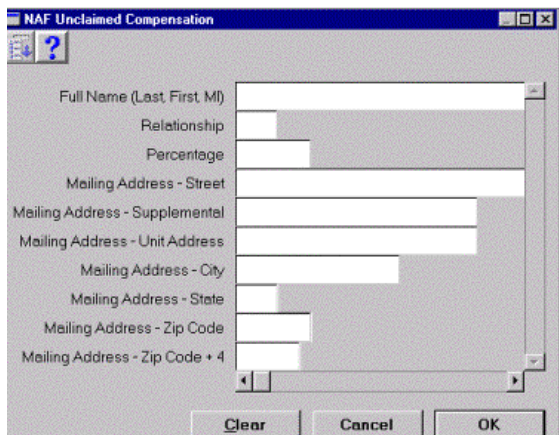
### Updating Special Information (continued)

Step	Action
8 (cont)	<p data-bbox="545 470 1406 548"><b>NAF RevPay: One Time Earnings:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p>  <p data-bbox="545 873 1406 951"><b>NAF RevPay: Other Deductions:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p>  <p data-bbox="545 1329 1406 1407"><b>NAF RevPay: Other Earnings:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p> 

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## Updating NAF Records, Continued

### Updating Special Information (continued)

Step	Action
8 (cont)	<p><b>NAF RevPay: Sick Leave:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p> 
	<p><b>NAF: Unclaimed Compensation:</b> (Army Only – No input required by user – auto-populates from payroll file.)</p> 
9	<p>Upon completion, <b>Save</b> your work, exit the <b>Special Information</b> Window, and return to the <b>People</b> Window. Exit the <b>People</b> Window.</p>